

BPS All-Staff Email Distribution Process

The All-Staff Email distribution process serves as an effective communication tool between the BPS Administrators and Staff. Providing current information and the ability to receive this information in both an efficient and timely manner is very important.

Distribution Process:

All-Staff Email Requests are emailed to the Community Education office for review of content and context.

If appropriate, the email will be forwarded to all BPS staff.

1. **Content of Email:** Content needs to be directly related to BPS operations. This is an administrative tool for communicating notices, policies, etc. that need to be conveyed to BPS staff. This is not a free advertising venue.

2. **Frequency of Email:** Sending a notification once or twice before an event is sufficient, any more is just disruptive.

3. **Formatting the Email:** Notices/Flyers need to be sent as an attachment, and in the proper PDF format. You will be asked to reformat your request and resend it, before it goes out to staff. (This will cause a delay in your email being sent, so please format it properly before sending your request the first time!)

We do not send:

For Profit businesses are not allowed to send emails.

This includes BPS staff selling any type of products or services.

Non-Profits are not allowed to send materials that are straight marketing/solicitation pieces.

They are also not allowed to send requests for money/donations, only for events/activities.

When a school has partnered with a business to do a fund raiser, the email will list the business, however, the focus of the email must be on the school and the fundraising event.

We do not send emails for programs that the schools and/or Community Education already offer, or that conflict with those programs.